



Student



KEY SELECTION CRITERIA / ESSENTIAL QUALIFICATIONS/SKILLS

1. Certificate III in Education Support or equivalent relevant experience desirable.
2. Working with Children Check Card (Employee)
3. Excellent administrative and organisational skills with an ability to work collaboratively and respectfully as part of a team
4. Commitment to student wellbeing and child safety, demonstrating an understanding of appropriate behaviours when engaging with children, including children with diverse needs and backgrounds
5. Excellent interpersonal skills.
6. Sound written and verbal communication skills.

PERSONAL CHARACTERISTICS

- A commitment to assisting students in their learning.
- Organises and prioritises work to achieve required outcomes.
- Maintains confidentiality.
- Finds ways to work better and smarter.

MISSION AND VALUES

All staff must have an understanding of and commitment to working within the School's stated values in striving towards achievement of our mission. Further information regarding expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

CHILD SAFETY

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to:

- Have a current Working with Children's Check or VIT registration
- Complete all mandatory reporting training and education about Child safety
- Adhere to the Schools Child Protection Policies and Procedures
- Report suspected cases of child abuse in accordance with school policies

OCCUPATIONAL HEALTH AND SAFETY (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these
- Assuming allocated roles in the School's emergency response or occupational health and safety structures
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution orientated manner with a Manager or the OHS Committee



Student Support Officer

POSITION DESCRIPTION

- Immediately reporting any Notifiable Incident or any identified health and safety matter via the appropriate channels